

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Special Projects/Research Specialist**

**Class Code: 10236**

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### **A. Purpose:**

Researches, analyzes, and evaluates the feasibility of projects administered by a central service bureau, supervises their implementation and monitors completion of approved projects to screen out improbable or inefficient projects and to implement approved projects.

### **B. Distinguishing Feature:**

The Special Projects/Research Specialist works for a central service bureau and analyzes, researches, and evaluates the feasibility of projects impacting several or all state agencies. Examples of projects include determining the feasibility of goods or services to be purchased by the central service bureau, coordinating the temporary housing for an agency while their offices are remodeled, developing a recycling program by state employees, placement of statuary and other art related objects in state buildings, and designs for auto license plates. The incumbent also serves as a liaison to local government agencies for joint or cooperative projects. The Management Analyst researches and evaluates alternative organizational structures, functions and work methods, and recommends changes and procedures to achieve the desired level of efficient operations for a single agency or division.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Coordinates and directs high level special projects to ensure their effective completion.
  - a. Assesses feasibility, efficiency, and necessity of a proposal.
  - b. Researches and gathers data.
  - c. Determines course of action to carry out an assigned project.
  - d. Coordinates necessary entities and directs activities to complete the project.
  - e. Monitors work of staff, consultants, and contractors working on projects and recommends approval or disapproval of the project.
2. Conducts studies and prepares research on state government operations to identify problem areas and develop improvement plans.
3. Performs miscellaneous activities and other work as assigned.
  - a. Drafts or reviews legislation and proposed administrative rule revisions prior to presentation to the bureau commissioner.
  - b. Prepares research and specific correspondence as directed by the bureau commissioner.
4. Performs other work as assigned.

### **D. Reporting Relationships:**

Reports to a bureau commissioner. Does not supervise staff directly, but may direct the activities of a variety of personnel located in different agencies during the course of a study or project.

#### **E. Challenges and Problems:**

Challenged by the interdepartmental scope of assigned projects and dealing with project costs, creativity, participant personalities, time frames, and detailed coordination. Further challenged to access and determine the validity of data when conducting research or gathering information.

Typical problems faced by the incumbent include developing a study format that will produce the requested information, designing efficient and effective alternatives to current methods or procedures and convincing personnel that new or revised procedures will benefit the functioning of their department.

#### **F. Decision-making Authority:**

Decisions made include those involved with taking a project from the conceptual stage through completion, including meetings schedules, budgets, time lines, decorum, appointing project personnel, aesthetics, and preliminary and follow-up decisions; format of studies and reports; the methods used to collect data; and the priority of processes involved completing a project.

Decisions referred include which projects to pursue, priority of special projects and overall deadlines for completion of projects or reports; decisions with political ramifications or large public impact, and high-cost budgetary decisions.

#### **G. Contact with Others:**

Daily contact with bureau personnel and other state agencies to answer questions and exchange information; and contact as needed with city or county personnel on joint projects or projects that affect their operations.

#### **H. Working Conditions:**

Typical office environment.

#### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- principles, practices, methods and techniques of management and public administration;
- bureau structure and programs; and
- organization of state government.

Ability to:

- gather, organize, and analyze data and recommend solutions to problems;
- plan, monitor, and direct the completion of projects;
- make oral and written reports and presentations; and
- develop and maintain effective working relationships.